

Purchasing Assistant Under general supervision of the Purchasing Agent, the Purchasing Assistant will coordinate all bid document preparation, processing and tracking. Purchasing Assistant will assist in minor purchases and with technical aspects of purchasing functions. Perform variety of clerical and administrative tasks for the Purchasing Division. Oversee daily distribution of mail and oversee mail room functions. Must have knowledge of purchasing practices and procedures, customer service and public relations practices and procedures. Must have knowledge of computers and related equipment, hardware and software for tracking of purchase orders and bid documents. Knowledge of City policies and procedures. Skill in effective oral and written communications. Skill in processing, preparing, and tracking purchase orders. Skill in resolving customer complaints and concerns. High School Diploma or GED, **and** sixty (60) hours of college level course work with emphasis on inventory management, purchasing or business preferred; **and** one (1) year of purchasing experience; **or** equivalent combination of education and experience. Must obtain bonding and notary certifications from the State of Texas for City employees within six (6) months of date of hire. Preference given to individuals who have the APP (Accredited Purchasing Practitioner) and/or the CPPB (Certified Purchasing Public Buyer) certifications. Must pass a pre-employment drug screen and motor vehicle record check. **Salary \$15.97/hourly + Benefits. Position subject to close without notice. EOE**